



SAN JACINTO COUNTY APPRAISAL DISTRICT

PO Box 1170 · Coldspring, Texas 77331 · 936-653-1450 · 936-653-5271 (Fax)

June 14, 2007

To: Members of the Board of Directors, San Jacinto County Appraisal District
San Jacinto County, Public School Districts, Municipal Utility Districts, and
Emergency Services District

From: Clayton Adams, Chief Appraiser, San Jacinto County Appraisal District

Re: Fiscal Year 2008 Preliminary Budget

Enclosed is the San Jacinto County Appraisal District (SJCAD) Preliminary Budget for Fiscal Year 2008. This document serves as a platform for the Board of Directors to receive comments from the taxing entities and public on FY 08 funding priorities. It contains recommendations of budgetary requirements for SJCAD to fulfill its mission to accurately and fairly appraise all taxable property in San Jacinto County for ad valorem property taxation purposes.

Comparisons between this Preliminary 2008 Budget and the Adopted 2007 Budget have been made where possible. Employee titles, functions and responsibilities have been modified, where necessary, in order to make more effective use of personnel, and to maximize individual contribution to the overall appraisal process.

The appraisal district currently employs a full staff.

To meet the appraisal district's capital needs, a total of \$ 21,500 is included in the Preliminary Budget. This amount includes the purchase of four (4) desktop computers for mapping personnel (Chief Appraiser, GIS Mapping Manager, and two (2) GIS Mapping Technicians). The current desktop computers have proven to be inadequate for resource intensive mapping activities. Capital expenditures also includes the purchase of an AED (Automated External Defibrillator) with accessories and training for appraisal district personnel.

This Preliminary Budget represents a sound financial plan for FY 08. The budget has been delivered to the Board of Directors of the San Jacinto County Appraisal District, Coldspring-Oakhurst Consolidated ISD, Shepherd ISD, San Jacinto County, Cape Royale Utility District, Waterwood Municipal Utility District, Emergency Services District, and the City of Shepherd. Additional copies are available at the appraisal district office located at 99 Slade St. in Coldspring. It is also posted on San Jacinto County Appraisal District's external website, www.sjcad.org.

Table of Contents

I. Budget Components	5
II. Organizational Chart	7
III. Department Totals – Personnel Compensation	9
IV. Personnel Salaries and Benefits	9
V. Budget Allocations	11

I. Budget Components

	2008	% of Total	2007	% of Total	% Change
Personnel					
Salaries	443,800	50.29%	392,955	48.21%	
Auto Allowance	22,000	2.49%	19,550	2.40%	
Retirement	24,097	2.73%	24,340	2.99%	
Insurance	105,000	11.90%	95,625	11.73%	
Employer Taxes	6,754	0.77%	5,981	0.73%	
Total	\$601,651	68.18%	\$538,451	66.06%	11.74%

Operating Expenses

Workman's Comp	2,500	0.28%	3,600	0.44%	
Unemployment	4,000	0.45%	6,800	0.83%	
Utilities	14,000	1.59%	16,000	1.96%	
Building/Grounds Maintenance	8,000	0.91%	10,000	1.23%	
Postage	14,000	1.59%	10,000	1.23%	
Office supplies	10,000	1.13%	10,000	1.23%	
Education	10,000	1.13%	10,000	1.23%	
Public official liability insurance	2,500	0.28%	2,000	0.25%	
Insurance	6,600	0.75%	5,500	0.67%	
Copier maintenance	1,000	0.11%	4,000	0.49%	
Travel & subsistence	5,500	0.62%	5,500	0.67%	
Data connection	1,680	0.19%	1,800	0.22%	
Workshops/Seminars/Dues	5,000	0.57%	5,000	0.61%	
Computer hardware maintenance	3,500	0.40%	3,500	0.43%	
Field equipment replacement	2,000	0.23%	2,000	0.25%	
Books & publications	2,000	0.23%	4,000	0.49%	
Printing/publications	10,000	1.13%	5,000	0.61%	
Notary & bonds	500	0.06%	500	0.06%	
Legal contingency	5,000	0.57%	5,000	0.61%	
Appraisal Review Board	10,000	1.13%	10,000	1.23%	
Total	\$117,780	13.35%	\$120,200	14.75%	-2.01%

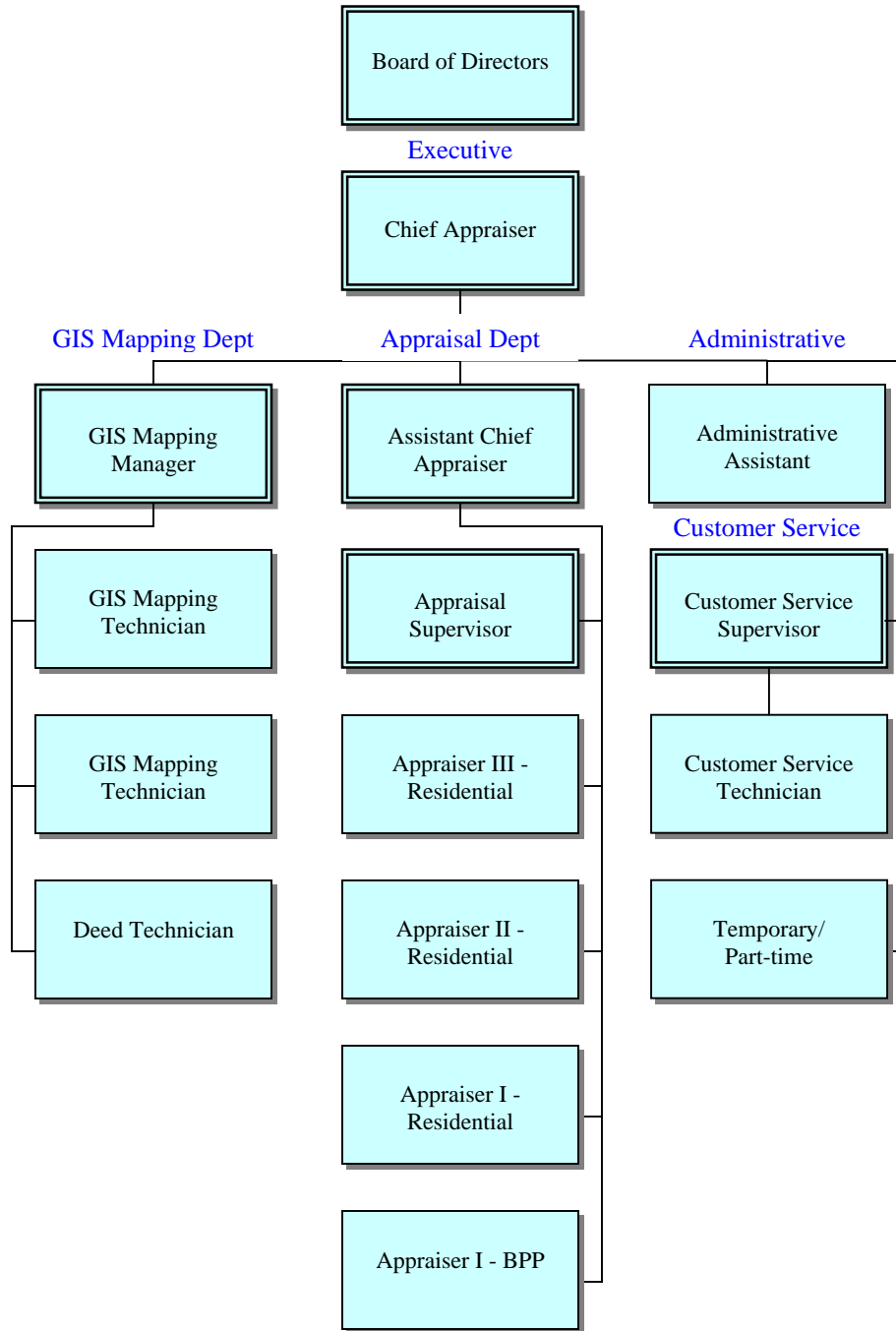
Contractual Expenses

Industrial/Mineral Appraisal Service	20,000	2.27%	20,000	2.45%	
Imagery	32,000	3.63%	32,000	3.93%	
Computer software maintenance	24,000	2.72%	24,000	2.94%	
Computer/peripherals maintenance	0	0.00%	8,000	0.98%	
Copier lease	2,720	0.31%	3,000	0.37%	
Total	\$78,720	8.92%	\$87,000	10.67%	-9.52%

Professional Fees

Legal Fees	40,000	4.53%	40,000	4.91%	
Audit Fees	2,750	0.31%	2,500	0.31%	
Total	\$42,750	4.84%	\$42,500	5.21%	0.59%
Capital Outlay					
Computers- Mapping	17,500	1.98%	7,000	0.86%	
AED	4,000		0		
Total	\$21,500	2.44%	\$7,000	0.86%	207.14%
Total line items	\$862,401		\$795,151		8.46%
Contingency Fund					
General	20,000	2.27%	20,000		
Total	\$20,000	2.27%	\$20,000	2.45%	0.00%
Overall budget totals	\$882,401	100.00%	\$815,151	100.00%	8.25%

II. Organizational Chart



III. Department Totals – Personnel Compensation

Position	Salary	Auto Allowance	Retirement	Insurance	Employer Taxes	2008 Total	% of Total Salary	2007 Total
Administration	88,000	2,000	4,779	15,000	1,305	111,084	18%	162,250
Appraisal Department	170,800	20,000	10,131	45,000	2,767	248,698	41%	198,321
GIS Mapping Department	124,000	0	6,584	30,000	1,798	162,382	27%	154,629
Customer Service Department	61,000	0	2,602	15,000	885	79,486	13%	79,849
Totals	443,800	22,000	24,097	105,000	6,754	601,651	100%	538,451

IV. Personnel Salaries and Benefits

Position	Salary	Auto Allowance	Retirement	Insurance	Employer Taxes	2008 Total	% Increase	2007 Total
Chief Appraiser*	60,000	2,000	3,292	7,500	899	73,691	-1%	74,150
Administrative Asst	28,000	0	1,487	7,500	406	37,393	-1%	37,600
Asst Chief Appraiser	38,000	2,000	2,124	7,500	580	50,204	-1%	50,500
Appraisal Supervisor (III)	30,800	3,500	1,821	7,500	497	44,119	7%	41,148
Appraiser III - Residential	28,000	3,500	1,673	7,500	457	41,129	1%	40,825
Appraiser II - Residential	26,000	3,500	1,566	7,500	428	38,994	1%	38,675
Appraiser I - BPP	24,000	4,000	1,487	7,500	406	37,393	-9%	41,148
Appraiser I - Residential	24,000	3,500	1,460	7,500	399	36,859	1%	36,525
GIS Mapping Manager	40,000	0	2,124	7,500	580	50,204	6%	47,275
GIS Mapping Technician	29,000	0	1,540	7,500	421	38,460	-10%	42,866
GIS Mapping Technician	29,000	0	1,540	7,500	421	38,460	8%	35,450
Deed Technician	26,000	0	1,381	7,500	377	35,258	21%	29,038
Customer Service Supervisor	26,000	0	1,381	7,500	377	35,258	-1%	35,450
Customer Service Technician	23,000	0	1,221	7,500	334	32,055	-1%	32,225
Part-time	12,000	0	0	0	174	12,174	0%	12,174
Totals	443,800	22,000	24,097	105,000	6,754	601,651	**11.7%	538,451

*\$50,000 base + \$10,000 incentive bonus
 ** Actual increase is 1%, 2007 salaries and benefits total was reduced by BOD due to position vacancies.

V. Budget Allocations

Taxing Entity	Percent of Levy	CAD Budget Amount
County	28.99%	\$255,772
Coldspring-Oakhurst CISD	46.48%	\$410,152
Shepherd ISD	14.16%	\$124,978
Cape Royale Utility District	3.08%	\$27,196
Waterwood Municipal Utility District	2.24%	\$19,747
Emergency Services District	4.47%	\$39,424
City of Shepherd	0.58%	\$5,131
Total		\$882,401

